

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: **GALLERY COORDINATOR**

DEPARTMENT: **COMMUNITY SERVICES**

BASIC FUNCTION:

Under functional supervision, to perform professional, technical and administrative work involved in coordinating the art gallery, sculpture garden, visual arts and related gallery programs and exhibits; and perform related duties as assigned.

KEY RESPONSIBILITIES:

Assist in the development of goals, objectives, policies, and priorities for the gallery programming.

Assist in budget preparation, analysis and administration by collecting data necessary to prepare department budget; monitor and approve expenditures with budget limits.

Research, schedule and install traveling and borrowed exhibitions; maintain exhibition calendar for public and staff use.

Curate or arrange for curated shows and/or juried shows.

Coordinate installation, shipping, crating and unpacking.

Coordinate and develop educational materials and programs relating to exhibitions.

Chair community advisory committees and represent the City in the community and at professional conferences and meetings as required.

Research, prepare, monitor, and evaluate applications for funding assistance in the public/private sectors.

Prepare complete reports and make presentations related to gallery exhibitions and programs.

Implement and monitor for compliance department operating policies and procedures.

Supervise employees and volunteers; train docents; monitor workflow; assign and prioritize work activities; recommend methods and procedures.

Perform other related duties as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

Principles of organization, administration, budget, and human resource management.

Visual arts, gallery management, art conservation.

Principles and practices of arts administration including promoting, and grant proposal writing.

Ability to:

Implement and coordinate community arts programs.

Arrange and coordinate special events.

Communicate clearly and concisely, orally and in writing.

Establish and maintain cooperative relationships with those contacted in the course of work.

Supervise, train, and evaluate assigned staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Work well under pressure to meet deadlines.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to a Bachelor's degree, Masters of Fine Arts preferred, from an accredited college or university with major course work in arts administration, or fine arts, and two years of experience as a gallery manager or public art administrator with gallery experience.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

May be required to unpack large paintings and sculpture and physically install an exhibition. Ability to work in an office and gallery environment with some exposure to the outdoors (sculpture garden); ability to travel to different sites and locations; attend evening and weekend meetings and events; work under pressure and potentially stressful situations.

This is an at-will Management classification.

DATE APPROVED: July 22, 1999

Management

Salary Schedule

Management Salary

Benefits

City of Carlsbad Management Benefits